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Advertisement Closes	5/23/2022 (8:00 PM EDT)
22-04378	Library Administrator Regional-KDLA
Pay Grade	15
Salary	\$38,770.08 - \$62,033.52
Employment Type	EXECUTIVE BRANCH   FULL TIME, INELIGIBLE FOR OVERTIME PAY   18A   37.5 HR/WK
Hiring Agency	Education & Workforce Development Cab   Department for Libraries & Archives
Location	Location Varies This position can be located in any of the following counties in the West Region: Ballard, Breckinridge, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Edmonson, Fulton, Graves, Grayson, Hancock, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, Warren, or Webster.
Description	It is the mission of the Kentucky Department for Libraries and Archives to provide information access for the citizens, businesses, and agencies of the Commonwealth. To help the state maintain its competitive edge, the department offers comprehensive services which assure that our clientele have



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- Provide assistance and guidance to the local libraries in essential areas including governance and administration, strategic planning, personnel, budget preparation, policy and procedure development and community relations.
- Work in collaboration with library directors to analyze the services the library currently provides and identify areas for improvement for libraries within the geographical region.
- Perform other duties as assigned.

The successful candidate for this position will have experience and knowledge of library services and systems. A passion for information literacy and a dedication to quality customer service is highly preferred.

The Education and Workforce Development Cabinet (EWDC) participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the United States.

EWDC will only use E-Verify once you have accepted a job offer and completed the Form I-9. For more information on E-Verify, or if you believe that EWDC has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 999-897-7781 or <https://www.e-verify.gov/>.

Minimum Requirements

**EDUCATION:** Graduate of a college or university with a master's degree in Library Science.

**EXPERIENCE, TRAINING, OR SKILLS:** Two years of professional library experience.

**Substitute EDUCATION for EXPERIENCE:** NONE

**Substitute EXPERIENCE for EDUCATION:** NONE

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** NONE

Working Conditions

Typical work setting is an office/library.

Probationary Period

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Nikole Gieske at [Nikole.Gieske@ky.gov](mailto:Nikole.Gieske@ky.gov).

An Equal Opportunity Employer M/F/D



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